# SATERN

## System for Administration, Training, and Educational Resources for NASA

# Individual Development Planning (IDP) Overview for Learners

# November 2009

# Course Objectives

At the end of this course, you will be able to:

- Describe the steps in the IDP process
- Formulate goals and development activities
- Use IDP functionality in SATERN to:
    - Create your IDP
    - Create short-, mid-, and long-range goals
    - Add activities to support your development goals
    - Revise and edit your IDP
    - Submit an IDP for approval
    - Update your IDP as activities are completed

# Course Agenda

*Introduction*

- Module 1: IDP Overview
- Module 2: Prepare for Your IDP
- Module 3: Create Your IDP
- Module 4: Finalize Your IDP
- Module 5: Manage Your IDP

*Summary*

# Module 1

## IDP Overview

# What Is an Individual Development Plan (IDP)?

- An IDP is a collection of goals, objectives, and activities for a specific employee.

- It is developed collaboratively between you and your supervisor.

- The IDP reflects the development needs for your current position as well as your future development needs.

- It identifies training and other developmental experiences needed to achieve both personal and Agency goals within a specific timeframe.

# What Is an IDP? (cont.)

## An IDP is:

- An official planning document used to capture your training and development activities as a NASA employee
- A tool to help you and your supervisor communicate about developmental needs
- An opportunity to learn where your skills fit into NASA's current and future workforce needs
- Available to all NASA civil service employees

## An IDP is NOT:

- Set in stone; it is a working document which should change as needs and priorities change
- A contract between you and NASA for training or a guarantee of advancement
- A performance management tool. Completion of activities on the IDP is not a factor in the performance process management
- Available to NASA contractors

# Why NASA Implemented the IDP in SATERN

- The Agency is committed to continuous learning that enables the NASA workforce to achieve mission success.

- The use of a standard IDP form and process across the Agency improves consistency and eliminates redundant processes.

- The SATERN IDP offers real-time information through automatic integration with the learning management system.

- Efficiency is improved through electronic routing of review and approvals to coaches and supervisors.

NASA policy **(NPD 3410.2E)** supports the enhancement of employee skills and the importance of employee development.

# Who is Involved in the Process?

Your **supervisor** is responsible for:

- Working with you to evaluate skill gaps and development needs
- Helping you to identify training resources and developmental activities
- Meeting with you to discuss draft IDPs
- Providing feedback on the IDPs
- Approving your IDP and supporting your training and development

**Supervisor-employee communication is key to the success of the IDP process.**
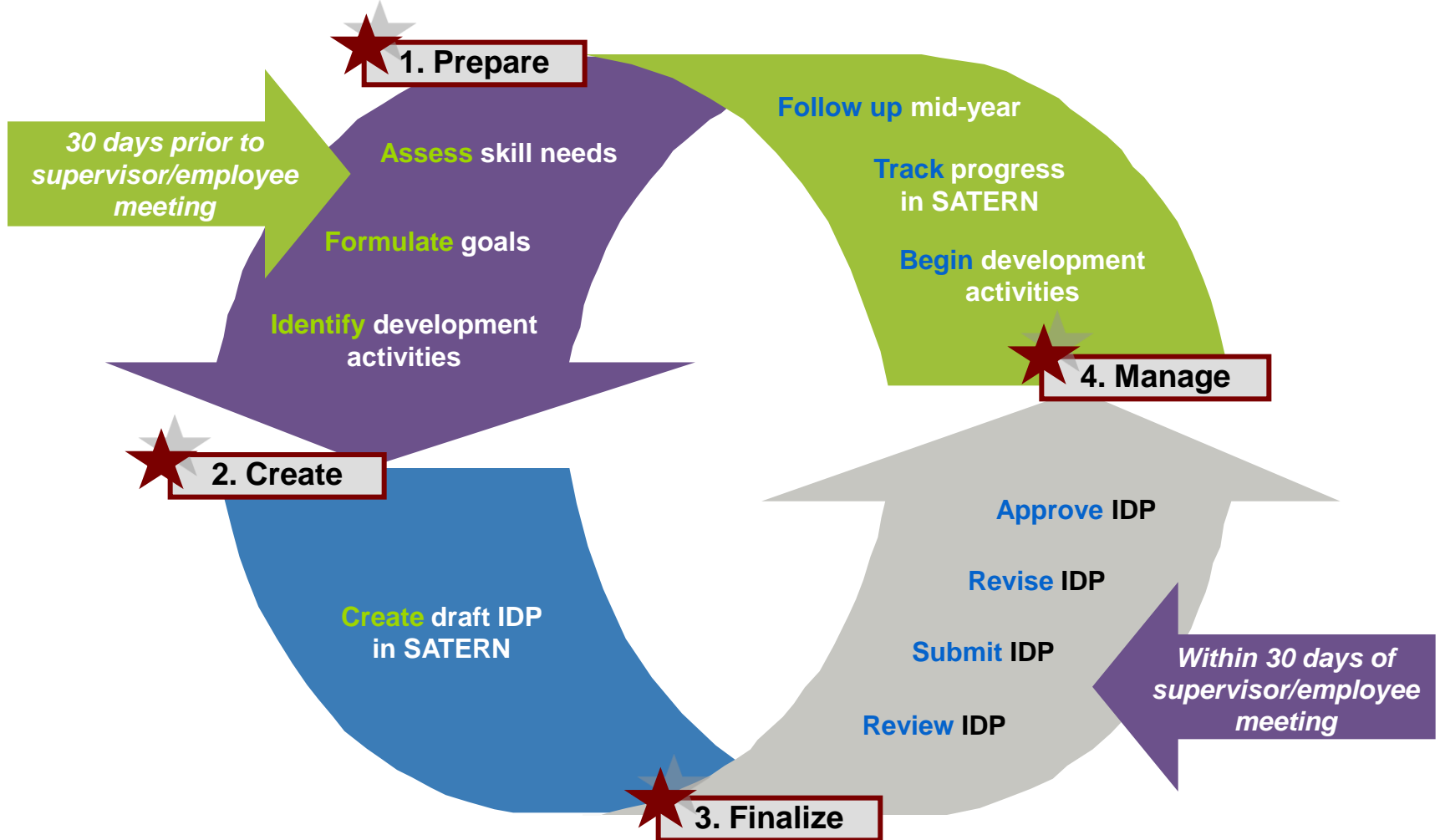
# Who is Involved in the Process? (cont.)

If you have a **Coach or Mentor**:

- Coaching and mentoring programs at NASA can help to improve your capabilities.

- The selection of a coach or mentor is optional and may not be applicable to you.

- If you select a Coach in your Personal Profile, he/she will be able to view your IDP in SATERN at any point.

- It is your responsibility to request an IDP review by your coach or mentor.

- Coaches and mentors can offer comments on the IDP, but cannot approve or activate the IDP in SATERN.

The Agency acknowledges a distinction between the role of mentors and coaches. For the purpose of this IDP presentation, we will use the term mentor to refer to both mentors and coaches. Similarly, the term mentee will refer to both mentees and coachees.

# IDP Process Phases

**1. Prepare**

*30 days prior to supervisor/employee meeting*

**Assess** skill needs

**Formulate** goals

**Identify** development activities

**Follow up** mid-year

**Track** progress in SATERN

**Begin** development activities

**4. Manage**

**2. Create**

**Create** draft IDP in SATERN

**Approve** IDP

**Revise** IDP

**Submit** IDP

*Within 30 days of supervisor/employee meeting*

**Review** IDP

**3. Finalize**

**Some steps of the IDP Process are performed in SATERN while some are not, but ALL are important.**